

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO (DSH-A)
CENTRAL MEDICAL SERVICES

JOB CLASSIFICATION: Senior Radiologic Technologist (Specialist)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES-

Selects techniques to obtain optimum radiographic quality; critiquing film in order to determine whether it should be repeated or extended; being alert to patient crises requiring notification of a physician; and planning and directing the work of lower level technologists in a hospital setting or in an institution with multiple facilities.

60% **Has primary responsibility to schedule and complete radiologic studies.**

Supervises the processing and management of all x-ray image data.

Determines priorities in concert with concerned physicians and plans work assignments.

Has overall responsibility for the care and safety of patients undergoing x-ray examination, including observation of patient's reactions during the examination. Provides for the security of the area, equipment and those working in the department. This also includes overseeing the safety of escorts and other coworkers.

Reviews all reports pertaining to each radiologic case for clerical accuracy. Maintains records and prepares reports.

30 % **Is responsible for overseeing the overall function of the Radiology Department**

Maintains equipment and quarters. Maintains inventory; orders required supplies and has responsibility for the storage and dispensing of supplies.

Assists in the preparation of annual budget requests for the x-ray department.

Responsible for assuring that the radiology department complies with the standards approved by the DSH-A Department of Medicine to meet the California Department of Public Health -Radiologic Health Branch and The Joint Commission requirements.

Has responsibility for preparing monthly reports and reports monitoring related to requirements.

Supervises schedules for coverage with the part-time intermittent X-ray technologists.

Maintains and updates departmental procedure departmental procedure manuals.

Senior Radiologic Technologist (Specialist-Safety)

Reviewed by HR – 11/27/17 ew

Coordinates maintenance services on the radiographic equipment

Works closely with other CMS departments, the Admissions Suite, and the UCR to provide efficient and expedient radiographic services.

Maintains contact with local medical care provider to ensure that all original ASH x-ray studies are returned in a prompt manner.

Assists in the scheduling of the Monthly Radiology Department Conference.

Keeps abreast of current developments in the field of Radiologic Technology.

Ensures compliance with State laws and department all policies and procedures.

10 % Miscellaneous

Completes all required core training and other scheduled training as assigned including now mandatory CEUs for national licensing.

Performs other duties as requested and assigned.

2. SUPERVISION RECEIVED

Administrative supervision of the Senior Radiologic Technologist Specialist is provided by the Chief Physician & Surgeon.

Clinical supervision is provided by the contracted Radiology Directorship.

3. SUPERVISION EXERCISED

Coordinates Intermittent Radiologic Technologists.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Modern radiologic equipment and techniques; regional and gross anatomy of the human body; standardized radiologic clinical procedures; thorough knowledge of the hazards of radiologic materials and the safety precautions required; the operation and care of modern radiology equipment; and the ordering and storing of supplies.

ABILITY TO:

Communicate effectively at a level required for successful job performance; administer emergency aid for shock; prepare solution used in processing x-ray film and process film; keep simple records, file film correctly, and compile reports; follow directions; analyze situations accurately and take effective action; establish and maintain cooperative working relationships with others; formulate and maintain a records system and determine types of reports to be compiled; and assist with personnel, equipment and supply budgets.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR (at facility's option)

Not required at DSH-A

AGE SPECIFIC

Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric Adolescent X Adult X Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR (Recommended)

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (MAB).

RESTRAINT/SECLUSION

Not Required at DSH-A

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether paper, electronic or verbal form in compliance with HIPPA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Provides for the care and safety of patients undergoing x-ray examination, including observation of patients' reactions.

Relationship Security: Demonstrates professional interactions with patients and maintains therapeutic boundaries.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Takes x-rays, processes and manages image data.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

Possess a current valid certificate as a certified Radiologic Technologist in diagnostic radiologic technology issued by the California State Department of Health Services.

7. TRAINING- Training Category= 08

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee Signature	_____ Print Name	_____ Date
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_____ Supervisor Signature	_____ Print Name	_____ Date
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_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date
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